



JOE MOROLONG
LOCAL MUNICIPALITY

Quotation Name : Procurement of Calendars & Diaries

Quotation No : Q1, 10/02/2021

Joe Morolong Local Municipality invites interested registered service providers to quote for the following:

Quotations Closing

Date: 19/02/2020

Time: 09:00

Venue: Joe Morolong Local Municipality Office –SCM Office

Street Address: Churchill Village, D320 Cardington Road

Specification Attached

Documents Required: Failure to submit any of the required documents will disqualify your Quotation.

- MBD Forms (4, 8, 9) (All directions)
- BBBEE
- Registered with Joe Morolong Database
- Registered with CSD (Quote CSD Number)
- Proof of rates & taxes from relevant authority
- Proof of rates & taxes of all directors
- Proof of registration with South African Revenue Services(SARS)/ (SARS) Pin

Contact Person

Mr B.E Khokhong Tel: 053 773 9300/ Mr T. Molaolwe 053 773 9315/053 773 9371

The quotation and supporting documentation must be enclosed in an envelope clearly endorsed with quotation name, number and must be placed inside the **Tender Box**, not later than the prescribed time and date. The quotation will be evaluated in accordance with the Joe Morolong Local Municipality's Supply Chain Management policy, preferential Procurement Policy Framework Act No 5 of 2000, using the 80/20 points system. Validity period of this quotations 30 Days.

NOTE: Emailed or Faxed quotation will not be accepted. Please note that only vendors that are currently registered in the Joe Morolong Local Municipality Data Base and CSD can submit quotations for this advert.

Mr T. Tlhoale

Municipal Manager

Date: 10/02/2021

SPECIFICATIONS FOR MUNICIPAL CALENDARS AND DIARIES

3000 X A1 Wall Calendars with full Municipal official Colors

- Name of the Municipality and Year (Joe Morolong Local Municipality 2021)
- Vision, Mission and Services rendered of the Municipality
- Colour pictures of councillors of Joe Morolong Local Municipality
- Address and contact details of the municipality
- Public holidays

100 X A2 Desk Pad Calendars with:

- Name of the Municipality and Year (Joe Morolong Local Municipality 2021)
- Vision, Mission and Services rendered of the Municipality
- Address and contact details of the municipality
- Public holidays

250 X A4 Official Diaries with full Municipal official Colors

1. Embossed on front page with:

Joe Morolong Local Municipality logo on the front cover

Embossed name of the Municipality and Year (Joe Morolong Local Municipality 2021)

2. Insert of 3 pages on gloss material below

Address, contact details of the municipality, Vision, Mission and Services rendered of the Municipality

Pictures of Mayor, Speaker and EXCO members

Pictures Councilors and PR Councilors

60 X A4 Year 2021 Executive Diaries with the following features:

1. Embossed on front page with:

Joe Morolong Local Municipality logo on the front cover

Embossed name of the Municipality and Year (Joe Morolong Local Municipality 2021)

Embossed **Initial and Surname of the diary holder with the Job title** on the front cover (e.g. **Cllr.**

DD Leutiwetse: Mayor) or (**Mr. T Tlhoele: Municipal Manager**)

2. Insert of 3 pages on gloss material below

Physical Address, contact details and website address of the municipality, Vision, Mission and Services rendered of the Municipality

Pictures of Mayor, Speaker and EXCO members

Pictures Councilors and PR Councilors

NB. Quote is inclusive of Design, Layout, Artwork, Editing and Delivery